



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTING SPECIALIST
(ADMINISTRATION DIVISION)

PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing complex accounting support work for all programs and activities and assists in developing and implementing procedures to improve methods of accounting within the department. Reports to the Financial Management Analyst.

ESSENTIAL JOB FUNCTIONS

Accounts for funds received from various revenue producing activities; audits batch reports and supporting documents; enters information into the Treasurer's Office revenue collection system as well as the State of Virginia Set-Off Debt Program. Maintains records for control of returned checks; issues notification letters to debtor; processes all collections and follow-up payments; consults with the City Attorney as needed.

Researches data for budget projections; monitors and analyzes monthly revenue accounts; resolves discrepancies and recommends corrective actions. Processes and maintains all departmental refunds to include the review of refund requests for validity and procedural issues. Assists with the review of departmental purchase card records as assigned using City and departmental guidelines.

Performs a variety of administrative support work including composing correspondence, filing and other general office duties.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting - Knowledge of general accounting principles, financial computations, statistical analysis and forecasting techniques. Knowledge of basic budgeting principles and practices.
- Customer Service - Considerable knowledge of principles and processes for providing customer service.
- Technology - Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.

REQUIRED SKILLS

- **Computer Skills** – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees and the public. Effectively responds to and resolves inquiries and disputes.
- **Time Management** – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- **Communication** – Excellent ability to listen and understand directions, information and ideas presented verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of customer service issues with tact, and diplomacy in a confidential manner.
- **Financial Management** – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Accounting, Business Management or a related field and 3-5 years of responsible accounting support work or closely related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history check, sex offender registry check as well as a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.